



## Web-Based Application Public Users Guide

### CONTENTS

Getting Started .....	1
System Requirements .....	1
Accessing the System.....	1
Setting Your Password .....	2
Retrieving Your Password .....	2
System Feature Access .....	3
Site Navigation.....	3
Top Menu Bar .....	3
CalAgPermits Home- DASHBOARD .....	3
Session Information .....	4
Permits.....	5
Load Permit Information .....	5
Loading a Permit- Quick Search Dropdown .....	5
Loading a Permit- Permit History .....	6
Loading a Permit- DASHboARD .....	6
View Permit Information .....	7
General Permit Info .....	7
Contacts .....	7
Permit Pesticides .....	8
Permit Commodities .....	9
Permit Sites.....	9
Site Commodity/Pesticides.....	11
Permit Conditions .....	12

Print Permit.....	12
Pesticide Use Reporting.....	12
PUR/NOI List .....	13
View, Print and Export Existing Use Reports .....	14
Delete a Use Report.....	14
PUR Report & Submission Status.....	14
Report Status .....	14
Submittal STATUS .....	15
PUR Single Job Entry- (Commercial Applicators) .....	15
Edit or Start a PUR Single Job Entry Form.....	15
Enter PUR Single Job Entry Form Information .....	15
Save PUR Single Job Entry Form .....	17
PUR Production Ag Monthly Report .....	19
Edit or Start a NEW Production Ag Monthly Report Form .....	19
Enter Production Ag Monthly Form Information .....	19
Save Production Ag Monthly Form.....	22
MSPUR Non-Ag, Non-Prod Ag Monthly Report .....	23
Open or Start a MSPUR Non-Ag, Non-Prod Ag Monthly Report .....	23
Enter MSPUR Form Information .....	24
Save MSPUR Form .....	26
Notice of Entent Entry .....	27
Edit or Start a Notice of Intent Form .....	27
Enter Notice of Intent Form Information .....	27
Save Notice of Intent Form.....	30
Use Report Validation.....	31
Validation Status.....	31
Required Fields .....	32

Valid Permit And Site .....	32
Duplicate Lines.....	33
Validation Errors .....	33
PUR Submittal Workflow .....	33
Public webuser workflow .....	35
County Staff workflow .....	35
Notice of Intent Submittal Workflow .....	36
Public webuser NOI Submission workflow .....	37
County Staff NOI SUBMISSION workflow .....	37
Search for CalAgPermits Data.....	37
PUR/NOI Query.....	37
Query Screen Parameter Entry Options .....	39
Query Execution and Output .....	40
Saving and Loading Queries.....	40
Product Lookup.....	40

## GETTING STARTED

The California Pesticide Permitting and Use Reporting (CalAgPermits) System is an enterprise system that enables county staff to:

- Enter, revise and renew Restricted Material Permits and Op ID permits
- Manage information on permit contacts, pesticides, commodities, sites and conditions
- View site area boundaries and features
- Enter, view and submit Pesticide Use Reports and Notices of Intent

Public users have the ability to enter PURs and NOIs, as well as view information about their permit(s). This user's guide is tailored to public users.


## SYSTEM REQUIREMENTS

The CalAgPermits web-based system is hosted at a centrally managed hosting facility. System use requires access to the internet and a web browser – Microsoft Internet Explorer version 7 or higher, Mozilla Firefox version 3.5 or higher, or Google Chrome version 4 or higher. In addition, users need to install the [Microsoft Silverlight 4.0 plug-in](#) to access the program map application.

The CalAgPermits system includes several pop-up windows—***please allow pop-ups for the CalAgPermits system site on your browser to enable access to this functionality.***

## ACCESSING THE SYSTEM


Enter your user name and password and Click “Log in” to access the system.

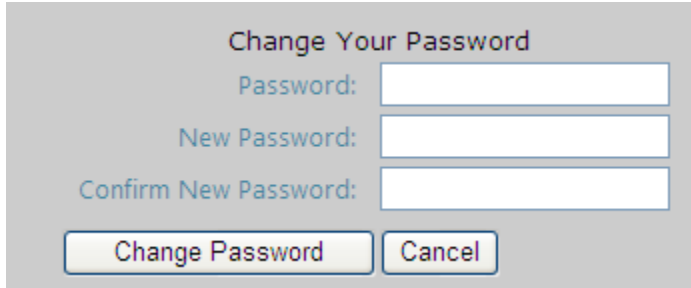
The image shows the CalAgPermits login page. It has an orange background. At the top left is a green circular logo with a white 'C' shape. To its right is the text 'CalAgPermits' in a large, white, bold, sans-serif font. Below this is a white rectangular box containing the login form. Inside the box, the text 'Log In' is centered at the top. Below it are two input fields: 'User Name:' followed by a text box, and 'Password:' followed by a text box. Below the password field is a blue button with the text 'Log In' in white. At the bottom left of the white box, it says 'Version 1.12.0.12'. At the bottom right, it says 'I forgot my password' in blue text. At the very bottom of the white box, it says 'Need an account, or have questions about this site? Click here for contact information.' in blue text.

User accounts and permissions are established by the County Application Administrator, who will provide you with a user name and temporary system-generated password. **Each county system user has unique login credentials.**

Click the “Need an account...” link from the login page to access County-specific contact information .

## SETTING YOUR PASSWORD

The first time you access the system, you will be asked to create a new password. Enter your temporary password (which will be provided to you by the County Application Administrator) and new password into the appropriate boxes and Click "Change Password". You can also change your password at any time from within the application by selecting the  [Change Password](#) link from the upper right of the application.

A screenshot of a web form titled "Change Your Password". It contains three input fields: "Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Change Password" and "Cancel".

Change Your Password

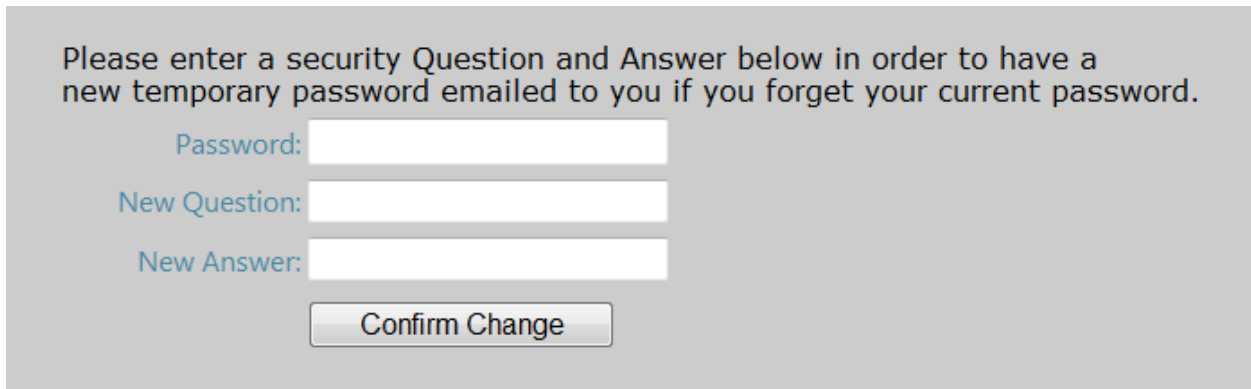
Password:

New Password:

Confirm New Password:

The application monitors usage and password activity including user creation date, last password changed date, and last activity date. The system requires users to select a password that meets minimum password strength requirements.

If you do not already have one, you will be asked to enter a security Question and Answer once you have successfully changed your password. This will enable you to have a new temporary password emailed to you in case you forget your current password.

A screenshot of a web form with the heading "Please enter a security Question and Answer below in order to have a new temporary password emailed to you if you forget your current password." It contains three input fields: "Password:", "New Question:", and "New Answer:". Below the fields is a button labeled "Confirm Change".

Please enter a security Question and Answer below in order to have a new temporary password emailed to you if you forget your current password.

Password:

New Question:

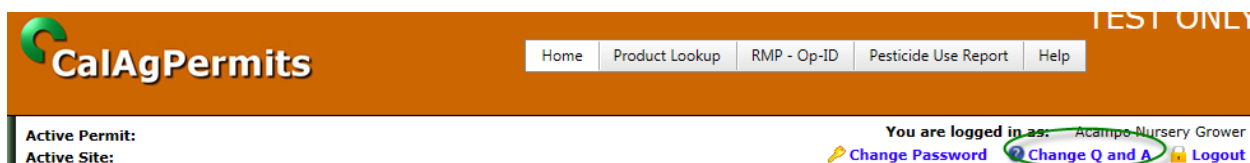
New Answer:

Use your new password and enter your customized question and answer then click "Confirm Change" .

## RETRIEVING YOUR PASSWORD

If you forget your password, select the [I forgot my password](#) link from the login page and enter your user name and click "Submit". You will be asked to answer your personalized security question. If you answer correctly, a new temporary password will be created and will be emailed to you. **If you do not receive this email (may be an invalid email address, or blocked by your Internet provider or SPAM filters) please contact your county administrator for assistance.**

To update your security question, click on the  [Change Q and A](#) link from the CalAgPermits portal.



Enter in your customized question and answer and click “Confirm Changes”

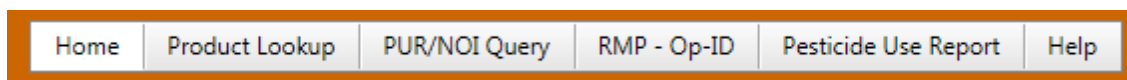
If you enter in the wrong password 3 or more times in a row, you will be locked out of the system. **Contact your CAA to unlock your account and reset your password.**

## SYSTEM FEATURE ACCESS

As a public user, you have the ability to enter PURs and NOIs, as well as view information about existing permit(s) on which you are a contact.

## SITE NAVIGATION

### TOP MENU BAR



Users can navigate among site featuring using the top menu bar, which includes access to the following primary site functions:

Home	Site dashboard with access to a active permits permits, PUR submissions and system links
Product Lookup	Lookup the ingredients and on label commodities for a selected product
PUR/NOI Query	Access to a query interface from which you can search for and export specific PUR and NOI information
RMP-Op-ID	Access to permit interface in which public users can view information for permits on which they are a contact
Pesticide Use Report*	Access to PUR/NOI summary tables and use report entry interfaces
Help	Link to the system User's Guide

\*Contains submenu links

Access the menu function by clicking on the menu button, and selecting the submenu item, from the list, if appropriate.

## CALAGPERMITS HOME- DASHBOARD

When you log in or select the “Home” menu item you will see the system dashboard:

## Public User's Guide

### CalAgPermits Web-Based Application

Active Permit:  
Active Site:

You are logged in as: cnobel  
[Change Password](#) [Change Q and A](#) [Logout](#)

**Welcome**

**Ag PURs**  
 Enter a new 7 Day Job Report for Commercial Applicators  
 Enter a new Monthly Report for Grower Applications

**MSPURs**  
 Enter a new Structural Monthly Summary report (MSPUR)  
 Enter a new Non-structural MSPUR  
 Enter a new Zero Usage Report

**NOIs**  
 Enter a new Notice of Intent

**Permits**  
 Select Permit for viewing  
 Type a code or name  
[View Permit](#)

**CEDTS**  
 Upload pre-formatted CEDTS data

**Help and Training**  
[Training Videos](#)  
 FAQs Under Construction

**My Licenses and Certifications - Tuck Spencer**

License/Cert. #	Type	Expiration	Registered On
568974	QAL	11/09/2012 12:00:00 AM	9/27/2012 12:00:00 AM
123456	PCA		

**My PUR/NOI Activity**

Show Activity	Drafts	Submitted	County Entered	Sent to DPR
<a href="#">Ag Job Reports</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
<a href="#">Ag Monthly Reports</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
<a href="#">MSPURs</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
<a href="#">NOIs</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

**Useful Links**  
 California Department of Pesticide Regulation  
 - Pesticide Use Reporting (PUR) Forms  
 - Licensing and Certification Program  
 - DPR News and Publications  
 - Restricted Materials Use Requirements  
 CalAgPermits Contact Information  
 Contact Tech Support

In the My PUR/NOI Activity section click the “Show Activity” button to display the number of each type of report.

**Ag PURs:** links to Ag PUR entry forms

**MSPURs:** Links to the MSPUR entry forms, along with a link to the Zero Usage Report Form.

**NOIs:** Enter a new Notice of Intent

**Permits:** Select a permit that you are listed on for viewing. Note that if you are on only one permit, it will be pre-selected, otherwise choose one from the drop down list.

**CEDTS:** Link to upload a CEDTS formatted file.

**Help and Training:** Links to training videos

**My Licenses and Certifications:** This list will display any licenses or certifications that the system has associated with your user information. If you see data in this list that is incorrect or missing, please contact your CAA to correct the information.

**My PUR/NOI Activity:** A summary a PURs associated with your permits/user ID. Each value in the table is a link, that if selected, will display the PUR/NOI list filtered for the forms associated with the selected forms and status value.

**Useful Links:** Links to information sources outside of the CalAgPermits application.

## SESSION INFORMATION

Session information is shown on the white bar at the top of the page interface.

Active Permit:	You are logged in as: cnobel
Active Site:	<a href="#">Change Password</a> <a href="#">Change Q and A</a> <a href="#">Logout</a>

Active Permit	Permit selected on the RMP-OP-ID interface
Active Site	Site selected on the RMP-OP-ID interface

Logged in as	User name
Change password	Click to open the <a href="#">change password</a> interface
Change Q&A	Change password question and answer (required to enable "forgot password" functionality)
Logout	Click to logout of the system

## PERMITS

Select a permit for viewing from the Homepage and click the "View Permit" button or Select the [RMP - Op-ID](#) top menu item to view permits from the Permit interface. Permit information can be accessed from the system interface by selecting one of the following left hand side navigation menu components:

Menu Item	Description
General Info	Permit history; general permit information; operator contact information. Until a permit is selected, this is the only available menu item.
Contacts	Additional permit contacts
Pesticides	Permit pesticides
Commodities	Permit commodities and associated commodity pesticide groups, if appropriate
Conditions	Permit-wide standard and custom conditions
Sites	Multi-page interface with access to a list of permit sites, site information, site conditions, commodities, pesticides and a site mapping interface
Print Permit	Select permit print preferences and print draft and final permits
PURs by Permit	Opens the PUR/NOI query page for the selected permit (requires an active permit)
PURs by Site	Opens the PUR/NOI query page for the selected permit (requires an active site)

With the exception of General Info, all Permit subcomponent pages are not accessible until you have [loaded an existing permit](#).

## LOAD PERMIT INFORMATION

The Permits interface displays the information associated with the "Active permit"—the permit that the user loads into the system. The active permit is shown on in the Active Permit indicator at the top of the screen.

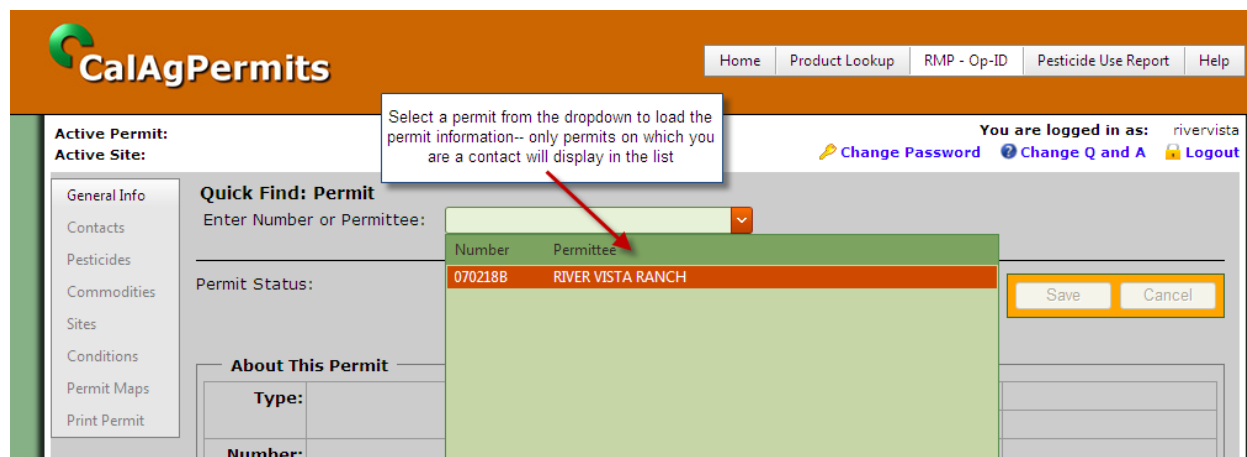
**Active Permit: 9999910**

The loaded permit number and information also displays in the Current Permit information indicator at the top of Permit Details pages.

**Current Permit: 2408254 - PRIETO, JOHN D (2009 version 1, Issued)**

## LOADING A PERMIT- QUICK SEARCH DROPDOWN





The Permit Quick Find dropdown is available from the Permit General Info page. The dropdown contains only the most recent versions of the permit (i.e., the highest version number and permit year). To load a permit using the dropdown, type the name of the permittee or the permit number into the dropdown box. The available options will filter based on the characters entered. Only permits on which you are a contact will display in the list.

Select the desired permit from the filtered dropdown list to populate the dropdown box and the permit information pages.

To select a different permit, clear the dropdown box text.

## LOADING A PERMIT- PERMIT HISTORY

Click the “Permit History” button on the Permit General Info page to open a window that displays a grid containing a list of all of the permit revisions and renewals for the active permit. (A permit must be loaded to enable the Permit History button.) The permit history shows all of the versions of a permit, including version date (when a permit was started (for in progress permits) or the date it was issued (for Issued and Revised permits) and Version Type. Hover over the version number to see Version Notes associated with the permit version.

Permit History											
Current Permit: 3900035 - BELLI, VINCENT (2011 version 2, Issued)											
Permit Yr	Version #	Version Type	Active	Status	Initiated User	Issued User	Revised User	Issue Date	Effective Date	Expiration Date	Version Date
2006	1	RMMS	True	Issued				1/2/2004	1/2/2004	12/31/2006	<a href="#">View</a>
2007	1	RMMS	True	Issued				1/5/2007	1/5/2007	12/31/2009	<a href="#">View</a>
2008	1	RMMS	True	Issued				1/5/2007	1/5/2007	12/31/2009	<a href="#">View</a>
2009	1	RMMS	True	Issued				1/5/2007	1/5/2007	12/31/2009	<a href="#">View</a>
2010	1	RMMS	True	Issued				1/1/2010	1/1/2010	12/31/2012	<a href="#">View</a>
2011	1	RMMS	True	Revised			rpelletier@sjgov.org	1/1/2010	1/1/2010	12/31/2012	<a href="#">View</a>
2011	2	Supplement	True	Issued	rpelletier@sjgov.org	rpelletier@sjgov.org		1/1/2010	1/1/2010	12/31/2012	3/23/2012 <a href="#">View</a>

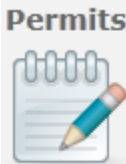
Click the “View” link to load the associated permit into the system.

## LOADING A PERMIT- DASHBOARD

## Public User's Guide

### CalAgPermits Web-Based Application

Click the "View Permit" button for an Active Permit selected in the permits drop down list to load that permit information into the system. The active permit drop down list includes only those permits on which you are a contact that expire later than today's date.



Select Permit for viewing

3900035: BELLI, VINCENT

View Permit

## VIEW PERMIT INFORMATION

### GENERAL PERMIT INFO

Click the "General Info" left hand menu item to access the general permit information screen. This screen includes permit type, date and classification information as well as operator contact information.

Active Permit: 3904584  
Active Site:

You are logged in as: Acampo Nursery Grower  
[Change Password](#) [Change Q and A](#) [Logout](#)

General Info

Contacts

Pesticides

Commodities

Sites

Conditions

Print Permit

PURs by Permit

Quick Find: Permit

Enter Number or Permittee: 3904584: ACAMPO NURSERY GROWER

Permit Status: Issued

View Permit History

View Notes

Save

Cancel

About This Permit

Type:	Restricted Materials	Issue Year:	2011	Effective Date:	1/1/2011
		Issue Date:	11/1/2011	Expiration Date:	12/31/2011
Number:	3904584	Version #:	1	Issuing Officer:	Gemma Bilog
District:	E	Ag/Non-Ag	Agricultural Use		
Seasonal		Possession & Use			
NOI must be submitted at least 24 hours prior to a planned application of a Restricted Material					
<input type="checkbox"/> Employee Handles Pesticides			Field Worker Codes:		

Permittee: Operator Contact Information

Operator:		G: 3904584 ACAMPO NURSERY GROWER	
Name:	ACAMPO NURSERY GROWER	Agent Name:	BREISCH,SCOTT
Mailing Address 1:	15712 S CURRY RD	Physical Address 1:	
Mailing Address 2:		Physical Address 2:	
City:	LODI	City:	
State - Zip:	CA 95240-	State - Zip:	
Primary Phone:	(209)368-7098	Email:	
Alternate Phone:	(209)368-7098		
Cell Phone:	(209)608-4079		
Fax Number:			

View Notes

Save

Cancel

### CONTACTS

Public User's Guide  
CalAgPermits Web-Based Application

Select the "Contacts" permit menu item to open the Permit Contacts page. Click "Select" to see the details for the selected contact.

Contacts

License Number	Name	Type	Auth. Rep	Registration Date	License Expires	Phone	Web User Permissions	
3900035	BELLI, VINCENT	G	<input type="checkbox"/>			(209)887-3119	FULL ACCESS	Select
QC81597	MATTES, DOUGLAS	AR	<input checked="" type="checkbox"/>		12/31/2013	(209)598-5725	FULL ACCESS	Select
3999805	BELLI, VINCENT	PAC	<input type="checkbox"/>					Select

Contact Details

Name:

BELLI, VINCENT

Type:

Mailing Address 1:

5721 N COX

Physical Address 1:

Mailing Address 2:

Physical Address 2:

City:

LINDEN

City:

State/Zip:

CA 95236-

State/Zip:

Origin County:

San Joaquin

Email:

Primary Phone:

(209)887-3119

Alternate Phone:

( ) -

Cell Phone:

(209)639-2345

Fax Number:

Additional Info

Webuser Permissions:

FULL ACCESS

Is Authorized Representative on Permit:

No

Contact Type

G

Ind or Bus:

Bus

License No.:

3900035

Registration Issued:

License Effective:

Registration Date:

License Expires:

Registration Expires:

Registration Notes:

## PERMIT PESTICIDES

Select the "Pesticides" permit menu item to open the Permit Pesticides page and view the pesticides associated

The screenshot shows the "Permit Pesticides" interface. On the left is a sidebar with menu items: General Info, Contacts, Pesticides (highlighted), Commodities, Sites, Conditions, Permit Maps, and Print Permit. The main content area has a header "Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)" and a sub-header "Quick Find: Pesticide". Below this is a section titled "Pesticides" with a green tab icon. It contains a table with the following data:

Code	Name	Formulations	Methods	Applicators	Pests
1050	CARBARYL	All Reg.	Ground	PCB/Operator	LARVAE
1360	CHLOROPICRIN	Fumigant	Fumigation	PCB/Operator	NEMATODES
3141	GUTHION	Liquid	Ground	PCB/Operator	MITES
3830	METHOMYL	Wettable	Ground	PCB	LARVAE
3850	METHYL BROMIDE	Fumigant	Fumigation	PCB/Operator	SOIL PESTS
3940	METHYL PARATHION	All Reg.	Air/Ground	PCB/Operator	LARVAE
4840	ALUMINUM PHOSPHIDE	Fumigant	Ground	PCB/Operator	RODENTS
5540	STRYCHNINE	Bait	Ground	PCB/Operator	GOPHERS
6260	ZINC PHOSPHIDE	All Reg.	Air/Ground	PCB/Operator	RODENTS
9801	2,4-D AMINE	All Reg.	Ground	PCB/Operator	WEEDS
16011	PARAQUAT	Liquid	Ground	PCB/Operator	WEEDS

## PERMIT COMMODITIES

Select the "Commodities" permit menu item to open the Permit Commodity interface.

The screenshot shows the "Permit Commodities" interface. On the left is a sidebar with menu items: General Info, Contacts, Pesticides, Commodities (highlighted), Sites, Conditions, Permit Maps, and Print Permit. The main content area has a header "Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)" and a sub-header "Quick Find: Commodity". Below this is a section titled "Commodities" with a green tab icon. It contains a table with the following data:

Commodity Code	Name	
29143-0	GRAPE, WINE	Group
3009-0	WALNUT	Group
5002-0	CHERRY	Group
4001-0	APPLE	Group
67000-0	UNCUL NON-AG	Group

## PERMIT SITES

Select the "Sites" permit menu item to open the Permit Sites interface. The Sites interface contains the following three interfaces:

- Site Selector: List of permit sites and associated commodities
- Site Info/Conditions: General site information and site conditions
- Site Commodities/Pesticides: commodity and pesticide lists associated with a site

Each interface is available by selecting the associated green tab within the main site window. The Site Info/Conditions and Commodities/Pesticides tabs are not active until a site has been loaded into the site interface.

General Info  
Contacts  
Pesticides  
Commodities  
**Sites**  
Conditions  
Permit Maps  
Print Permit

**Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)**

**Quick Find: Sites**  
Enter Site ID or Location Narrative

Site Selector
Site Info/Conditions
Site Commodity/Pesticides

**Sites**  
☐ Show Active Sites Only

☒ Active Site
☒ Inactive Site
☐ Site has Polygon

	Commodity Code	Commodity	From	To	Block	Planted Size	
▼	Site ID: 1-1				36 ACRES	M04N08E17	✓
	29143-0	GRAPE, WINE	1/1/2008			36 ACRES	
▼	Site ID: 1-2				26 ACRES	M04N08E17	✓
	29143-0	GRAPE, WINE	1/1/2008			26 ACRES	
▼	Site ID: 1-3				18 ACRES	M04N08E17	✗
	3009-0	WALNUT	1/1/2008			18 ACRES	
▼	Site ID: 1-4				13 ACRES	M04N08E17	✓
	5002-0	CHERRY	1/1/2008			13 ACRES	
▼	Site ID: 1-5				14 ACRES	M04N08E17	✓
	5002-0	CHERRY	1/1/2008			13 ACRES	

## LOADING A SITE

The Site interface displays the information associated with the “Active Site” associated with the active permit-- the site that the user loads into the system. The active site and permit are shown on in the indicator at the top of the screen.

**Active Permit:** 3900007

**Active Site:** 1-1

Users can load an existing site into the interface using one of the following options:

**Dropdown filter:** Select a site from the dropdown list to populate the site information. Filter the dropdown list by entering part of the site ID or location. Clear the filter text field to display all potential options. The dropdown list displays the sites associated with the active permit only.

**Site Selector:** The Site Selector interface displays a list of permit sites and their associated commodities. Click site row (the light green record) in the list to load the associated site.

## SITE INFO/CONDITIONS

Site location, name, size and conditions can be viewed on the Site Info/Conditions tab

**Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)**

**Quick Find: Sites**  
Enter Site ID or Location Narrative

Site Selector Site Info/Conditions **Site Commodity/Pesticides**

☐ Site Is Active [View Site Map](#) Save Cancel

**Sites**

<b>ID:</b> 1-3	<b>MTRS:</b> M04N08E17 (e.g. "M01S04E08")
<b>Site Name:</b>	<b>GWPA:</b> None
<b>Location Narrative:</b> S/PELTIER E/TULLY	
<b>District:</b>	
<b>Size:</b> 18 A - ACRES	

**Cropping Pattern:**  
None Specified

**Site Conditions**

Type	Condition Code	Name	Commodity	Pesticide	GWPA
No records to display.					

## SITE COMMODITY/PESTICIDES

Select the Site Commodity/Pesticide tab to view site-specific commodity and pesticide details.

**Quick Find: Sites**  
Enter Site ID or Location Narrative

Site Selector Site Info/Conditions **Site Commodity/Pesticides**

**Commodities**

Commodity Code	Commodity	From	To	Block	Size	Pesticide
3009-0	WALNUT	1/1/2008			18/ACRES	

**Pesticide**

Code	Pesticide
1360	CHLOROPICRIN
3141	GUTHION
3850	METHYL BROMIDE
3940	METHYL PARATHION
6260	ZINC PHOSPHIDE
9801	2,4-D AMINE
16011	PARAQUAT

Drag to group or reorder

Click pesticides to see pesticides permitted for a selected commodity

## PERMIT CONDITIONS

Select the “Conditions” permit menu item to open the Permit Conditions interface. Click “Select” to view condition details. Site-specific conditions can be viewed on the [Site Info/Conditions interface](#).

General Info	<b>Current Permit: 3900035 - BELLI, VINCENT (2011 version 2, Issued)</b>				
Contacts	<b>Quick Find: Condition</b>				
Pesticides	<b>Permit Level Conditions</b>				
Commodities					
Sites					
Conditions					
Print Permit					
PURs by Permit					
PURs by Site					
	<b>Type</b>	<b>Condition Code</b>	<b>Name</b>	<b>Commodity</b>	<b>Pesticide</b>
	Standard	A	Permit Cond.Table of Contents		
	Standard	O	Aluminum & Magnesium Phosphide		ALUMINUM PHOSPHIDE, MAGNESIUM PHOSPHIDE
	Standard	P	General	ALFALFA, ALMOND, ANIMAL PREMISE, APPLE, APRICOT, ASPARAGUS, BARLEY, BARLEY	

## PRINT PERMIT

Click the “Print Permit” link to open the print permit page. If a final permit document has been generated for the permit, you will be able to click the “Print PDF File” to obtain a copy. If a final document has not been generated in the system you may generate a printed version, which will be watermarked as an unofficial copy. If maps are available for your permit they will be included at the end of your printed permit or can be accessed individually from the permit maps grid.

**Active Permit:** 3904584  
**Active Site:**

**You are logged in as:** Acampo Nursery Grower  
[Change Password](#) [Change Q and A](#) [Logout](#)

General Info	<b>Process Permits and Maps for Output Documentation</b>										
Contacts	<b>Print Permit:</b> Final permit has been printed. Click the print button to view the PDF.										
Pesticides	<b>Permit Maps</b> <input checked="" type="checkbox"/>										
Commodities	<b>Sites on maps:</b> None <b>Sites not on maps:</b> 2-1										
Sites	<table> <tr> <th><input type="checkbox"/></th> <th>Document Name</th> <th>Title</th> <th>Sites</th> <th>Size (bytes)</th> </tr> <tr> <td colspan="5">No records to display.</td> </tr> </table>	<input type="checkbox"/>	Document Name	Title	Sites	Size (bytes)	No records to display.				
<input type="checkbox"/>	Document Name	Title	Sites	Size (bytes)							
No records to display.											
Conditions	<input type="button" value="Refresh"/>										
Print Permit	<input type="button" value="Print PDF File"/>										
PURs by Permit											

## PESTICIDE USE REPORTING

The CalAgPermits system contains the following types of Pesticide Use Report (PUR) data entry forms:

- PUR Single Job Entry-Commercial Applicators
- PUR Production Ag Monthly Report Entry- Growers
- MSPUR – Structural Applications Monthly Report
- MSPUR – Other Non-Ag, Non-Prod Ag. Monthly Report
- PCB- Zero Usage Monthly Report

- Notice of Intent Entry

Each of these data entry forms can be accessed from the “Pesticide Use Report” top menu and from the links on the Dashboard on the homepage.

## PUR/NOI LIST

Access the summary tables of the NOI and PUR reports by selecting the “PUR/NOI list” link from the Pesticide Use Report top menu. The interface contains a list for each type of report accessible from different tabs. **The list will show only those PUR and NOIs for permits on which you are a contact or a MSPURS on which you are listed as the licensee.**

Click on a tab (e.g., “Single Job PURS”) to access a list of associated entry forms. Each list includes summary information, including the Report Status and Submissions status of each report. **Uncheck the “Exclude Successfully Validated Reports” box and modify the Applications from and to dates to view all forms in a selected date range.** Each list can be filtered by entering filter parameters under each column heading (filter parameters can be added to multiple columns) and sorted by clicking on the column header.

**Pesticide Use Reports**

**Status Abbreviations**  
Source: WBC-County Web User | WBP-Public Web User | DSK-Desktop Application | ASC-Uploaded ASCII | XML-Uploaded XML  
Report Status: INC-Incomplete | ERR-Errors | OK-Ok | PND-Pending DPR Validation | REJ-DPR Rejected | ACC-DPR Accepted  
Submission Status: DFT-Not Submitted | CTY-Entered by County | SUB-Submitted to County | DPR-Submitted to DPR  
Neg. Use: U-Report Includes Product Use | N-Report Does Not Include Any Product Use (Negative Use Report)

Applications From: 10/10/2006 To: 10/31/2012 Time Stamped Within: No Date Limit

Document #: Find CDPR Batch: (MMYY##)

☐ Exclude Successfully Validated Reports ☒ Exclude Deleted Reports Clear All Filters Export

Notices of Intent | Add New Single Job PURs | Add New Monthly Ag PURs | Add New Non-Prod. Ag MSPURS | Add New

Drag a column header and drop it here to group by that column

Src	Permit #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By	
WBP	3900035	BELLI, VINCENT	11/2011	INC	DFT	VINCENT BELLI	View
DSK	3900035	BELLI, VINCENT	4/2011	ACC	DPR	jclburn@sjgov.org	View
DSK	3900035	BELLI, VINCENT	2/2011	ACC	DPR	jclburn@sjgov.org	View

The PUR/NOI list includes several features that enable users to sort the list for a specific criteria. Each list can be filtered by entering filter parameters under each column heading (filter parameters can be added to multiple columns) and sorted by clicking on the column header. The PUR/NOI list also includes the following filter options above the grid:

- Applications from: Filters the list for the PURs with application dates within the From/To dates. If you modify the application dates, hit enter to refresh the grid
- Time Stamped Within: Filters the list to the PURs time stamped within the selected timeframe. Select a timeframe from the dropdown list to update the grid.
- Document #: Enter a document number and click the “Find” button to filter the list for that document number or a document number containing the numbers entered
- Exclude Successfully Validated Reports: Check the box to exclude all reports with a Report Status of “OK” or “ACC”
- Exclude Deleted Reports: Check the box to excludes Reports with a Submissions Status = “DEL” (deleted)

Click “Clear All Filters” to remove all filters from the PUR/NOI list grid.



## VIEW, PRINT AND EXPORT EXISTING USE REPORTS

Click on the “Export” button to export the PUR/NOI list to Excel for the selected report type (i.e., the visible tab).

Click on the “View” link in NOI/PUR list table to view the PUR or NOI form for the associated report.

Click the “Print” button on the PUR form to print the report to pdf.

Click the “Return to PUR list” button on the PUR form to return to the NOI/PUR list.

## DELETE A USE REPORT

To Delete a Use Report, click the “Delete” link next to the associated use report. Public webusers can only delete Draft (DFT) reports that have not yet been submitted to the county. Deleting a report in DFT status will remove it from the CalAgPermits database. If a report is deleted by a county staff member after it has been submitted, it will be saved with a submission status of “DEL” and can be accessed by unchecking the “Exclude Deleted Reports” checkbox.

## PUR REPORT & SUBMISSION STATUS

PUR form editing and available actions depend on a combination of both the Report Status and the Submittal Status. The Report and Submittal Status are displayed in columns in the PUR/NOI List, as well as on the top of each individual form

Notices of Intent   Single Job PURs   Monthly Ag PURs   Non-Prod. Ag MSPURs

Drag a column header and drop it here to group by that column

Permit #	Operator Name	Application Date	Site Number	Commodity	Appl. Method	Rpt Stat	Sub Stat	Entered By	
3904452	RIPKEN VINEYARD & WINERY INC.	01/01/2008	1-1	GRAPE, WINE	G	ERR	DPR		View
3903048	CHIAPPE FARMS INC	01/02/2008	3-6	SOIL FUM/PREPIT	G	ERR	DPR		View

**Pesticide Use Report - Production Ag Single Jobs - Submit within 7 days of application**

Report Status:Errors  
Submittal Status:Entered by County

Permittee/Property Operator RODGERS, MANUEL J JR					Operator ID/Permit Number 3900354		Document Number WEB11105952	
County 39 San Joaquin	Section 33	Township 01N	Range 06E	Meridian M	App Method/Fume Code Air			Commercial Applicator (if any)

## REPORT STATUS

Potential Report Statuses reflect the **data quality** of the PUR form and can include:

Incomplete (INC): Form is missing required information

Errors (ERR): Form data has a validation error

OK (OK): Form data is complete and has no validation errors

Pending DPR Validation (PND): Form submitted to DPR and pending validation

DPR Rejected (REJ): Form submitted to DPR and rejected with errors

DPR Accepted (ACC): Form submitted to DPR and accepted

## SUBMITTAL STATUS

Submittal Statuses reflect the status of the form within the PUR submission **workflow** and can include:

Not Submitted (DFT): PUR saved but not submitted by public webuser. PURS with this status include forms that were unsubmitted by County staff. Editable by public webusers only.

Entered by County (CTY): PURs entered and saved by county staff. Editable by county staff only.

Submitted to County (SUB): PURs successfully submitted by public webusers (i.e., all required information included). Editable by county staff only.

Submitted to DPR (DPR): PURs submitted to DPR

Deleted (DEL): PURs deleted by county staff

## PUR SINGLE JOB ENTRY- (COMMERCIAL APPLICATORS)

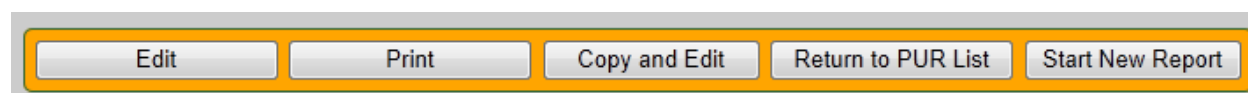
### EDIT OR START A PUR SINGLE JOB ENTRY FORM

The PUR Single Job entry form is for products applied to a specific site on a specific day.

Open a new PUR Single Job Entry form by selecting the associated link from the "Pesticide Use Report" top menu item or by clicking "Add New" on the Single Job PURs tab on the PUR/NOI list page.

Open an existing PUR Single Job Entry form by clicking "View" for the selected record in the PUR/NOI Single Job Entry list. The form will open in Read Only mode. Click the "Edit" button to open the data entry interface (**Note that the edit button will only be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate. These validation messages will also display at the bottom of the form interface.

You can also create a new PUR by clicking the "Copy and Edit" or "Start New Report" buttons from a read only view of an existing PUR.



### ENTER PUR SINGLE JOB ENTRY FORM INFORMATION

Each of the pesticide use reports include general report "header" information and individual "lines" that detail information for each product applied.

Header Information: The PUR Single Job Form required header information fields are shown in orange on the upper left side of the form and the optional fields are shown in green on the upper right side of the form. As you enter information into each field, the read only form in the middle of the form will populate with the associated information.

Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and enter a date and time applied. If a permit does not exist for the entered date, you will receive a warning that no valid permit exists for the selected application date. Pick a Site from the pre-filtered list.

Public User's Guide  
CalAgPermits Web-Based Application

The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific “valid” permit and site for the selected date and fills in the other form fields (such as the section and total planted area).

Click the “Grower Applied” checkbox under the applicator dropdown if the Operator applied the pesticides.

**Pesticide Use Report - Production Ag Single Jobs**  
Commercial Applicators Submit within 7 days of application  
Report Status:  
Submittal Status:

Save Report Cancel

Operator ID/Permit #		Applicator License/Name	
Date/Time Applied		Applied/Supervised By	
Site Identification Number		Block-ID	
Commodity Treated		Document #	
Treated Area - Units		Days Reentry	
Application Method/Fume Code		Days Pre-Harvest	

Grower Applied: ☐

Permittee/Property Operator						Operator ID/Permit Number		Document Number	
County	Section	Township	Range	Meridian	App Method/Fume Code	Commercial Applicator			
50 Stanislaus									
Site Identification Number			Planted Area - Units						
Location			Block ID (If Applicable)		Nursery				
Date/Time Applied			Treated Area - Units		Commodity Treated				
Days Re-entry		Days Pre-harvest		Applied/Supervised By					

The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. Click “Show All” to display a list of all commodities, if necessary.

Commodity Treated	choose one...	Document #
Treated Area - Units	Code Commodity	Show All
Application Method/Fume Code	23001-0 ALFALFA	
	40008-0 SOIL FUM/PREPLT	

Select the commodity, enter the treated area, select the area treated units from the dropdown and select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Enter in the optional information, if desired. Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.

Product Information: Product-specific information is entered line by line and saved in the product information grid on the form.

Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. Enter in the total product used and select the units from the dropdown list. You have the option of selecting from the full list or from the products that you have recently used. Click the “Show Recently Used” button to filter the list to the products that were recently applied for the selected site. Click “Show All” to show the list of all 50,000 + products.

EPA/CA Reg No.	Name	Show Recently Used
100-1014-AA	TRIMMIT 2SC PLANT GROWTH REGULATOR	
100-1060-AA-70506	DEVIRINOL 50-DF ORNAMENTAL SELECTIVE HERBICIDE	
100-1088-AA	SCIMITAR GC INSECTICIDE	

The rate is calculated based on the total product used/total area treated. Enter in dilution information, if desired.

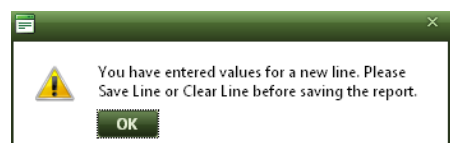
<b>Name of Product</b>	
Raid	▼
<b>EPA/CA Reg No.</b>	<b>Name</b>
1021-1558-AA-4822	RAID ROACH & FLEA FOGGER II
1021-1623-AA-4822	RAID FLEA KILLER PLUS FOGGER IV
10250-12-AA-4822	RAID FLEA KILLER PLUS YARD SPRAY

Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Chem No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

<b>Chem no.</b>	<b>Name of Product</b>	<b>Total Product Used - Units</b>	<b>Rate</b>	<b>Dilution</b>			
			1 Gallons/ACRES				
<input type="button" value="Save Line"/> <input type="button" value="Clear Line"/>							
<b>Chem #</b>	<b>Product</b>	<b>Label #</b>	<b>Total Product Used</b>	<b>Rate</b>	<b>Dilution</b>		
1	RAIDER ALGAEICIDE-40	1448-346-AA-37982	50 Gallons	1 Gallons/ACRES		Edit	Delete

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:

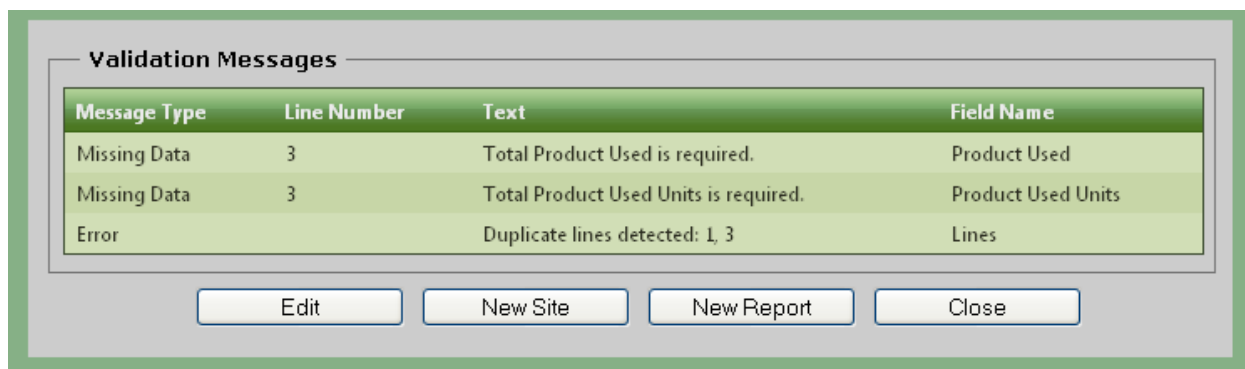


## SAVE PUR SINGLE JOB ENTRY FORM

When you have finished entering or editing PUR Single Job information, either

### SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future



A dialog box titled "Validation Messages" with a table of error messages and four buttons at the bottom: "Edit", "New Site", "New Report", and "Close".

Message Type	Line Number	Text	Field Name
Missing Data	3	Total Product Used is required.	Product Used
Missing Data	3	Total Product Used Units is required.	Product Used Units
Error		Duplicate lines detected: 1, 3	Lines

Click "Edit" to return to the same report and continue editing.

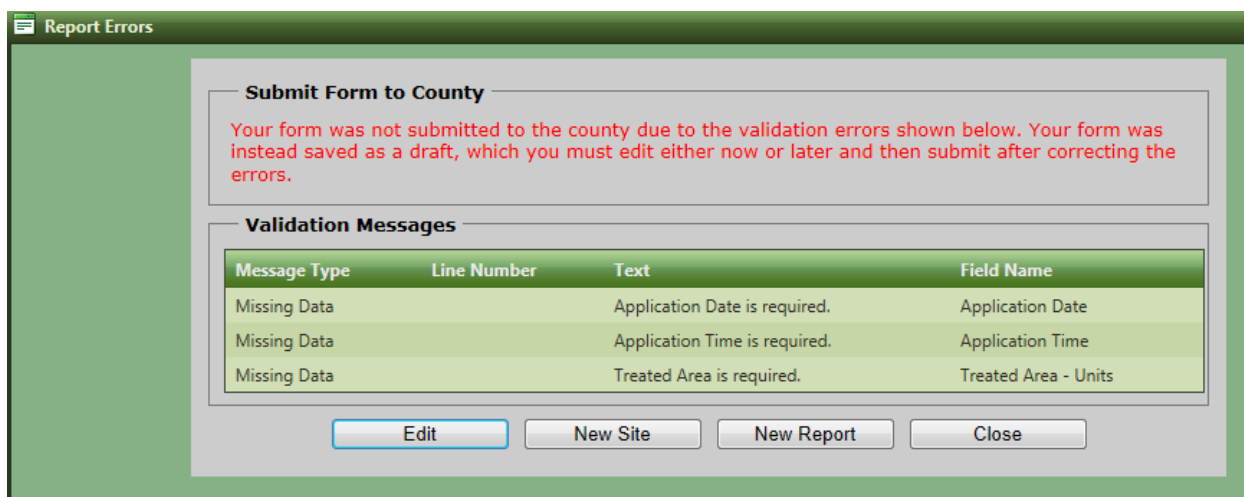
Click "New Site" to start a new form with the Permit information copied from the existing form.

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## SUBMIT REPORT

Click the "Submit" button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.



A dialog box titled "Report Errors" with a message about submission failure and a table of validation errors, followed by four buttons: "Edit", "New Site", "New Report", and "Close".

**Submit Form to County**

Your form was not submitted to the county due to the validation errors shown below. Your form was instead saved as a draft, which you must edit either now or later and then submit after correcting the errors.

Message Type	Line Number	Text	Field Name
Missing Data		Application Date is required.	Application Date
Missing Data		Application Time is required.	Application Time
Missing Data		Treated Area is required.	Treated Area - Units

If the form has no errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click "New Site" to start a new form with the Permit information copied from the existing form.

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## PUR PRODUCTION AG MONTHLY REPORT

### EDIT OR START A NEW PRODUCTION AG MONTHLY REPORT FORM

Open a new Production Ag Monthly Report form by selecting the associated link from the "Pesticide Use Report" top menu item or by clicking "Add New" on the Monthly Ag PURs tab on the PUR/NOI list page. .

Open an existing Production Ag Monthly Report form by clicking "View" for the selected record in the PUR/NOI Monthly Ag PURS list. The form will open in Read Only mode.

Click the "Edit" button to open the data entry interface (**Note that the edit button will only be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

Click the "Submit to County" button to attempt to submit the draft form to the county without editing.

Click the "Print" button to print the form.

### ENTER PRODUCTION AG MONTHLY FORM INFORMATION

Each of the pesticide use reports include general report "header" information and individual "lines" that detail information for each product applied.

Public User's Guide  
CalAgPermits Web-Based Application

**Monthly Pesticide Use Report - Production Ag Growers/Operators only**  
Report Status:Errors  
Submittal Status:Entered by County

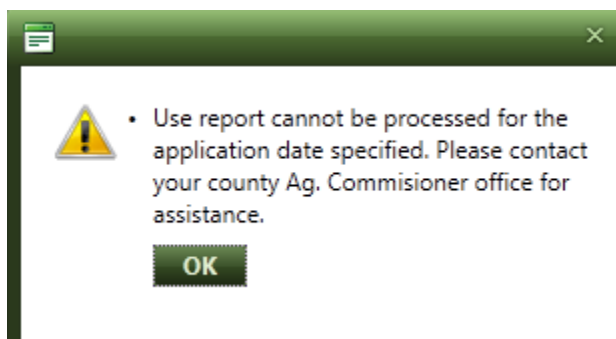
Time Stamp: 8/19/2011 4:14 PM

Save Report Cancel

Operator ID/ Permit #		3904281: LANGE TWINS INC		Document #		002-11-0000081															
Report Month/Year				4 / 2011																	
Nursery				<input type="checkbox"/>																	
Operator (Grower)		County		Address		City		Zip Code													
LANGE TWINS INC		39 San Joaquin																			
Section		Township		Range		Base & Meridian		Location		Planted Area/Units											
Application Date / Time				4/26/2011 11:05 AM				Application Method/Fume Code				Ground									
Line #: 1																					
Site Identification Number				choose one...				Block ID				2011									
Commodity Treated				99006-0: ADJUVANT AG USE				Treated Area - Units				146.30 A - ACRES									
Product EPA Number/Name				79702-1-ZA: BRITZ MAGIC SULFUR DUST				Days Re-entry				-opt-									
Dilution				choose one...																	
Total Product Used - Units				2,194.500 LI - Liters				Rate				15 LB/A									
Save Line - New Product				Save Line - New Date				Save Line - New Site/Date				Save Line - Done		Clear Line							
Line		Date/Time Applied		Site ID		Commodity Treated		Total Planted / Units		Total Treated / Units		EPA / Calif. Reg. No. From Label		Product Name		Appl. Meth		Fume Code		Total	
1		4/26/2011 11:05 AM		12-1-3		99006-0: ADJUVANT AG USE		146.3 ACRES		146.3 ACRES		79702-1-ZA		BRITZ MAGIC SULFUR DUST		G				2194.5	

Header Information: Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number). The Report Month/Year will be set based on the entered application time and date.

If the selected site and/or commodity is invalid based on the selected date (e.g., if the permit commodities changed in the middle of the month) you will receive a warning that you have selected an invalid site and/or commodity.



Enter the treated area, and select the area treated units from the dropdown.

**Product Line Information:** The remaining fields in the form (site, commodity, application date, and product information) are all stored in the product grid at the bottom of the form. Required fields are shown in orange and optional fields are shown in green. As you enter information into each field, the corresponding read only information will populate in the grey fields below.

**Application Date/Time:** Enter the application date and time. If the application date is not within the entered month of the first application entered, you will receive a warning. The application date selected will confirm the specific permit version used for validation. If a permit exists for the selected month, the operator information will populate in the read only fields below the header information.

Select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

**Site/Commodity:** Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific "valid" permit and site for the selected date. The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. If only one commodity is included on the site, it will automatically populate in the commodity field. Click "Show All" to display a list of all commodities, if necessary. Select the commodity. The associated site location and commodity planted area information will display in the read only form fields.

**Product Information:** Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. Click the "Show Recently Used" button to filter the list to the products that were recently applied for the selected site. Click "Show All" to show the list of all 50,000 + products.

Enter in the total product used and select the units from the dropdown list. The rate is calculated based on the total product used/total area treated. Enter in days re-entry and dilution information, if desired.

The Production Ag monthly form has several "Save Line" options to expedite the entry of multiple lines of product information while copying information that has already been added.

*Save Line-New Product:* Enter a new product for the same site and date—saves the current line information, clears out only the product and amount used information.

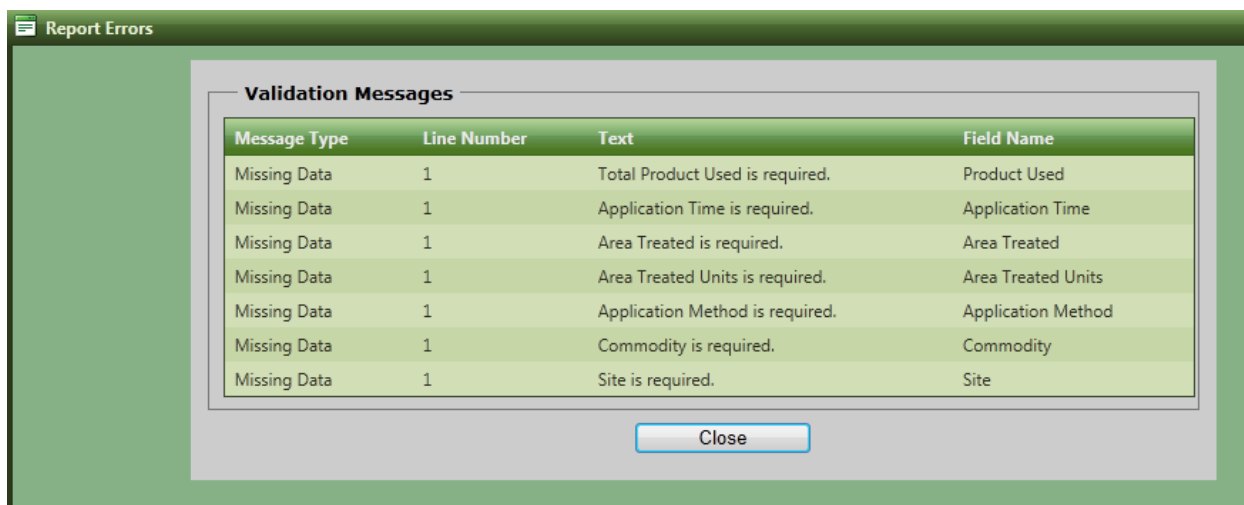
*Save Line-New Date:* Enter a new product for the same site, different date—saves the current line information, clears out application date, treated area and product and amount used information.

*Save Line-New Site/Date:* Enter a new product for a different site—saves the current line information, clears out all line information.

*Save Line-Done:* Saves the form and checks for validation errors

After each line is saved, a window will pop-up that displays and incomplete data or validation messages associated with the line.

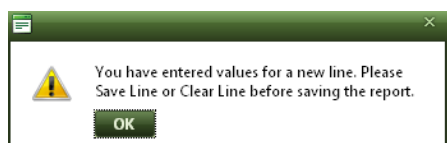




Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Line No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

Only lines saved to the grid will be saved with the report. If you try to save a report with information in the lines you will receive the following warning:



Report Entered By Information: Enter information into the report prepared by and date fields at the bottom of the form, if desired.

<b>Report Prepared By:</b>	-- optional --	<b>Date:</b>	-- optional --
----------------------------	----------------	--------------	----------------

## SAVE PRODUCTION AG MONTHLY FORM

When you have finished entering or editing Production Ag Monthly form, either

### SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future

**Validation Messages**

Message Type	Line Number	Text	Field Name
Missing Data	1	Product is required.	Product
Missing Data	1	Total Product Used is required.	Product Used
Missing Data	1	Application Date is required.	Application Date
Missing Data	1	Application Time is required.	Application Time
Missing Data	1	Area Treated is required.	Area Treated
Missing Data	1	Area Treated Units is required.	Area Treated Units
Missing Data	1	Application Method is required.	Application Method

Click “Edit” to return to the same report and continue editing.

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

## SUBMIT REPORT

Click the “Submit” button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

## MSPUR NON-AG, NON-PROD AG MONTHLY REPORT

### OPEN OR START A MSPUR NON-AG, NON-PROD AG MONTHLY REPORT

Open a new MSPUR form by selecting the associated link from the “Pesticide Use Report” top menu item or by clicking “Add New” on the Non-Prod Ag MSPURs tab on the PUR/NOI list page. The Pesticide Use Report menu contains the following options:

- MSPUR- Structural Applications Monthly Report
- Other Non-Ag, Non-Prod Ag Monthly Report
- PCB-Zero Usage Monthly Report

Open an existing form by clicking “View” for the selected record in the PUR/NOI Non Prod Ag MSPUR list.

Public User's Guide  
CalAgPermits Web-Based Application

The MSPUR PUR/NOI list displays either the Permit # OR the License #, as well if the report is a Negative Use Report (N) or includes product use (U).

<a href="#">Notices of Intent</a>   <a href="#">Add New</a>   <a href="#">Single Job PURs</a>   <a href="#">Add New</a>   <a href="#">Monthly Ag PURs</a>   <a href="#">Add New</a>   <a href="#">Non-Prod. Ag MSPURs</a>   <a href="#">Add New</a>									
Drag a column header and drop it here to group by that column									
Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	3901283		TRAVAILLE AND PHIPPEN	6/2012	U	ACC	DPR	GATZMAN NICK	<a href="#">View</a>
WBC	3900314		O G PACKING	6/2012	U	INC	SUB	tviss@sjgov.org	<a href="#">View</a> <a href="#">Delete</a>
WBP		38218	UNIVERSAL PEST SERVICES	6/2012	N	OK	SUB	UNIVERSAL PEST SERVICES SJC	<a href="#">View</a> <a href="#">Delete</a>
WBP	3902101		LAWRENCE LIVERMORE LAB SITE	6/2012	U	ACC	DPR	LAWRENCE LIVERMORE LAB SITE	<a href="#">View</a>
WBP	3904177		GENERAL MILLS	6/2012	U	ACC	DPR	GENERAL MILLS	<a href="#">View</a>
WBP	3904059		LODI, CITY OF, PARKS & REC	6/2012	U	ACC	DPR	LODI CITY OF PARKS & REC	<a href="#">View</a>
WBP		38150	DICKINSON'S WEED SPRAYING COMPANY	7/2012	U	ACC	DPR	DICKINSON39	<a href="#">View</a>

The form will open in Read Only mode. Click the “Edit” button to open the data entry interface interface (**Note that the edit button will only be available if the submittal status is “DFT”.**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

You can also create a new PUR by clicking the “Copy and Edit” or “Start New Report” buttons from a read only view of an existing PUR.

## ENTER MSPUR FORM INFORMATION

**MSPUR - Monthly Summary Pesticide Use Report for Structural Applications**  
 Report Status:  
 Submittal Status:

[Save Report](#) [Cancel](#)

Operator License #	<input type="text"/>	SPCB Stamp #	<input type="text"/>
Report Month/Year	<input type="text"/> MM / <input type="text"/> YYYY	Negative Use Report	<input type="checkbox"/>
Document #	Document # <input type="text"/> Auto Assigned		
Operator Name	Address		Phone
License #	County 39 San Joaquin	Report Month/Year /	Total Applications <input type="text"/>

Line #	Product EPA Number/Name	Total Product Used	No. Applications	Commodity Treated
	<input type="text"/> Type a code or name <input type="button" value="v"/>	<input type="text"/> choose one... <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> Type a code or name <input type="button" value="v"/>

**MSPUR – Non-Ag., Non-production Ag. Monthly Summary Pesticide Use Report**  
Report Status:  
Submittal Status:

Save Report Cancel

Operator License #  OR Permit #

Report Month/Year  /  Negative Use Report ☐ Document #

Document #

Operator Name  Address  Phone

License #  Permit #  County  Report Month/Year  Total Applications

Line #  Product EPA Number/Name  Total Product Used  choose one...  No. Applications  Commodity Treated

Save Line Clear Line

**PCB - Report for Zero Pesticide Use During the Month Indicated**  
Report Status:  
Submittal Status:

Pest Control Bus License #  Report Month/Year  /

Operator Name  Address  Phone

License #  Document #  County  Report Month/Year  Total Applications

Save Report Cancel

As illustrated above, each of the MSPUR forms collects similar information in a slightly different format.

Header Information: The MSPUR form required header information fields are shown in orange and the optional fields are shown in green. As you enter information into each field, the read only form in the middle of the page will populate with the associated information.

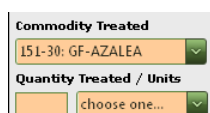
Select an Operator License # **OR** a Permit # from the dropdown (the lists will filter based on the characters you enter for the name or permit number). (The Structural and PCB Zero Use forms only require the entry of License Number). Enter the report month and year. The address and phone information will populate based on the selected licensee contact record (for a selected licensee) or permit operator information (for a selected permit). If a permit does not exist for the entered date for a selected permit operator, the address information will not display.

Enter the SBPC Stamp number (Structural Applications Monthly Report only) and document number, if desired. (Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.)

**Product Information:** Product-specific information is entered line by line and saved in the product information grid on the form. Product information is not required for negative use reports.

Indicate the total number of applications for each pesticide used during the reporting month. Each separate site (home, apartment complex, building, right-of-way, grain silo, etc.) should be counted as one application. For tank mixes, each represented pesticide should be credited with one application.

Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. The associated EPA number will populate in the field to the right. Enter in the total product used and select the units from the dropdown list. Enter the number of applications of the product. You can enter/edit the total number of applications in the header information. Select a commodity treated from the dropdown list. Structural forms only have options for commodity codes less than 100 (such as structural pest control). If the code entered is greater than 100 (for Non-Ag, Non-Prod Ag Monthly Reports only), additional fields will display in which you should enter in the quantity and units treated. Quantity treated and units are not required for codes less than 100.



Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Line No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

---

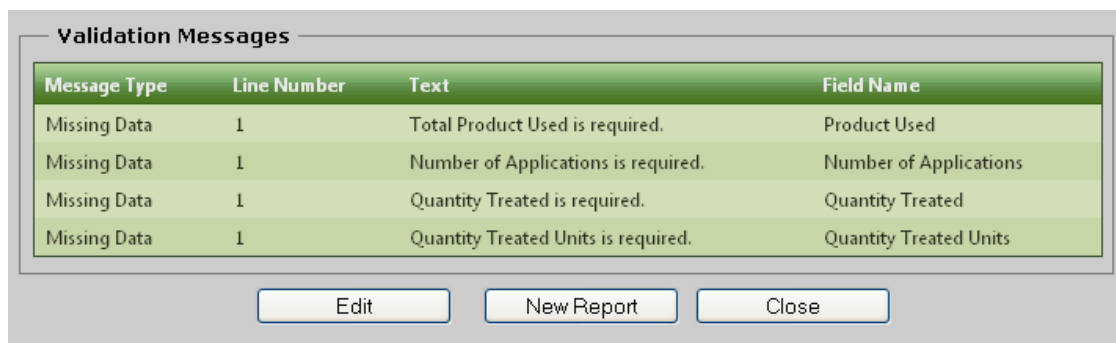
## SAVE MSPUR FORM

When you have finished entering or editing MSPUR form, either

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### SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future



Message Type	Line Number	Text	Field Name
Missing Data	1	Total Product Used is required.	Product Used
Missing Data	1	Number of Applications is required.	Number of Applications
Missing Data	1	Quantity Treated is required.	Quantity Treated
Missing Data	1	Quantity Treated Units is required.	Quantity Treated Units

Buttons: Edit, New Report, Close

Click “Edit” to return to the same report and continue editing.

Click “New Report” to start a new blank form.

Click "Close" to return to the PUR form in View mode.

---

## SUBMIT REPORT

Click the "Submit" button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## NOTICE OF INTENT ENTRY

---

### EDIT OR START A NOTICE OF INTENT FORM

Open a new Notice of Intent form by selecting the "Notice of Intent Entry" link from the "Pesticide Use Report" top menu item or by clicking "Add New" on the Notices of Intent tab on the PUR/NOI list page..

Open an existing Notice of Intent form by clicking "View" for the selected record in the PUR/NOI list Notice of Intent tab. The form will open in Read Only mode. Click the "Edit" button to open the data entry interface (**Note that the edit button will ONLY be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

You can also create a new NOI by clicking the "Copy and Edit" or "Start New Report" buttons from a read only view of an existing NOI.

---

### ENTER NOTICE OF INTENT FORM INFORMATION

Each of the notice of intent reports include general report "header" information and individual "lines" that detail information for each product applied.

Public User's Guide  
CalAgPermits Web-Based Application

**Notice of Intent**  
 Report Status:Incomplete  
 Submittal Status:Entered by County

Time Stamp: 6/1/2012 4:16 PM

Save Report

Cancel

Operator ID/Permit #	3900050: BRODERICK, ROBERT	Applicator License/Name			
		Grower Applied:	<input type="checkbox"/>		
Date/Time of Proposed Application	6/2/2012 10:00 AM	Supervised By			
Site Identification Number	1-1	Block-ID		Nursery	<input type="checkbox"/>
Commodity to be Treated	3009-0: WALNUT	Document #	WEB126697809		
Proposed Treated Area - Units	13.00 A - ACRES	Days Reentry			
Application Method/Fume Code	Ground	Days Pre-Harvest			
Environmental Changes/Comments					

Permittee/Property Operator BRODERICK, ROBERT					Operator ID/Permit Number 3900050	Document # WEB126697809
County 39 San Joaquin	Section 15	Township 02N	Range 07E	Meridian M	App Method/Fume Code G	Applicator
Site Identification Number 1-1		Site District (If Applicable) H		Planted Area - Units 13 ACRES		
Location E/CONFER 1/8M S/BAKER				Block ID (If Applicable)	Nursery No	
Date/Time of Proposed Application 6/2/2012 10:00 AM		Proposed Treated Area - Units 13 ACRES		Commodity to be Treated 3009-0: WALNUT		
Days Re-entry	Days Pre-harvest	Applied/Supervised By			Reviewed By - Date/Time Rod Saiki - 6/4/2012 10:38 AM	
Approved/Denied Approved	Environmental Changes/Comments					

Line # 1	Proposed Pesticide Product 100-1217-AA: GRAMOXONE I	Rate of Application Amount of Product - Units 2.70 PT - Pint	per	Quantity Treated - Units 1.00 A - ACRES	Total Product Used - Units choose one...	Target Pest WEEDS
		Dilution - Units GA - Gallons				

Save Line

Clear Line

Line	Product	Label #	Rate	Dilution	Total Product Used	Target Pest	
1	GRAMOXONE INTEON	100-1217-AA	2.7 Pint / 1 ACRES	Gallon		WEEDS	Edit Delete

Submitted By:  
Robert 610-3276

Date/Time:  
 6/1/2012 9:42 AM

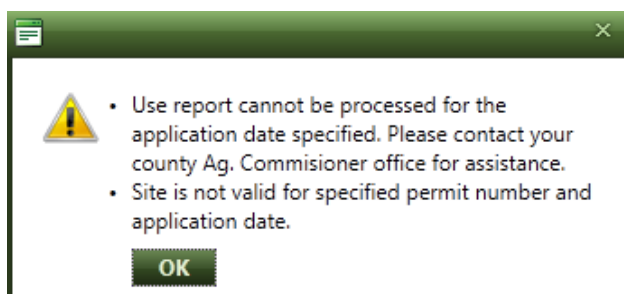
Save Report

Cancel

Header Information: The Notice of Intent required header information fields are shown in orange on the upper left side of the form and the optional fields are shown in green on the upper right side of the form. As you enter information into each field, the read only form in the middle of the form will populate with the associated information.

Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and select an Applicator or check the "Grower Applied" checkbox. Enter a date and time

applied. Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific "valid" permit and site for the selected date and fills in the other form fields (such as the section and total planted area). If the permit and/or site is not valid on the selected date, an error will appear:



The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. Click "Show All" to display a list of all commodities, if necessary.

Commodity Treated	choose one...	Document #
Treated Area - Units	Code Commodity	Show All
Method/Fume Code	23001-0 ALFALFA	
	40008-0 SOIL FUM/PREPLT	

Select the commodity, enter the proposed treated area, select the area treated units from the dropdown and select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Enter in the optional information, if desired. Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.

Product Information: Product-specific information is entered line by line and saved in the product information grid on the form.

Select a proposed product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number.

Proposed Pesticide Product	
Raid	
EPA/CA Reg No.	Name
1021-1558-AA-4822	RAID ROACH & FLEA KILLER
1021-1623-AA-4822	RAID FLEA KILLER PI
10350-12-AA-4822	RAID FLEA KILLER PI
10350-12-ZA-4822	RAID FLEA KILLER Y

Enter in the amount of product-units and the quantity treated-units into the rate of application entry fields. The rate is calculated based on the total product used/total area treated. Select the target pest from the dropdown. Enter the total product used and units, and dilution and units, if desired.

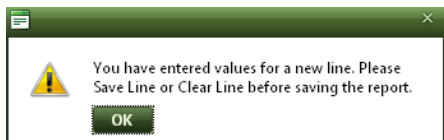


Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Line #” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

<b>Line #</b>	<b>Proposed Pesticide Product</b> 10350-12-ZA-4822: RAID FLEA	<b>Rate of Application</b> Amount of Product - Units: 40.00 GA - Gallon per Quantity Treated - Units: 30.00 A - ACRES		<b>Total Product Used - Units</b> choose one...	<b>Target Pest</b> FUNGUS			
		Dilution - Units: choose one...						
<input type="button" value="Save Line"/> <input type="button" value="Clear Line"/>								
<b>Line</b>	<b>Product</b>	<b>Label #</b>	<b>Rate</b>	<b>Dilution</b>	<b>Total Product Used</b>	<b>Target Pest</b>	<b>Edit</b>	<b>Delete</b>
1	RAID FLEA KILLER YARD SPRAY	10350-12-ZA-4822	1.33 Gallon / ACRES			FUNGUS		

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:



Submitted by Information: Enter the submitted by and Date/Time information.

<b>Submitted By:</b>	<input type="text"/>
<b>Date/Time:</b>	<input type="text"/> <input type="button" value="Calendar"/>

## SAVE NOTICE OF INTENT FORM

### SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future

Validation Messages			
Message Type	Line Number	Text	Field Name
Missing Data		Time of Proposed Application is required.	Time Proposed Appl.
Error		Total treated is greater than total planted.	Total Treated
Missing Data	1	Target Pest is required.	Target Pest
Missing Data	1	All rate fields are required for each product line.	Product Rate Fields

Click "Edit" to return to the same report and continue editing.

Click "New Site" to start a new form with the same permit information.

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

---

## SUBMIT REPORT

Click the "Submit" button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click "New Report" to start a new blank form.

Click "Close" to return to the NOI form in View mode.

## USE REPORT VALIDATION

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### VALIDATION STATUS

When a PUR form is saved or viewed from the PUR/NOI list, the CalAgPermits performs a series of validation tests to check for form completeness and errors. A PUR can have one of the following validation statuses:

- Incomplete (INC): Missing required fields; No valid permit and/or site for application date; Duplicate lines; Treated area greater than planted area;
- Errors (ERR): Product is not on label for commodity; Selected commodity not on the permit; or
- OK : No validation issues

The report statuses are shown and displayed in order of hierarchy. Thus, a form with both missing information and errors will have a status of "Incomplete". The report status is shown at the top of each form, as well as in the "Rpt Stat" column on the PUR/NOI list.

The system displays a validation error list in a pop-up window when a PUR is saved or when it is opened from the PUR/NOI list. If the validation applied to a specific line associated with a product application, the grid shows the associated line number.

Validation Messages			
Message Type	Line Number	Text	Field Name
Error	1	Product 100-1014-AA-74779 not approved for GRAPE, WINE.	Product On Label
Missing Data	2	Application Date is required.	Application Date
Missing Data	2	Application Time is required.	Application Time
Missing Data	2	Area Treated is required.	Area Treated
Missing Data	2	Area Treated Units is required.	Area Treated Units
Missing Data	2	Commodity is required.	Commodity
Missing Data	2	Site is required.	Site
Missing Data	2	Sites have different MTRS.	MTRS

Close

## REQUIRED FIELDS

When you save a PUR or NOI, the system checks the required fields. If information is missing, the PUR form is considered "Incomplete." Required fields are shown in orange on the CalAgPermits PUR web-entry reports interfaces. PURs with missing information have a status of "Incomplete" and cannot be submitted. Required PUR fields include the following:

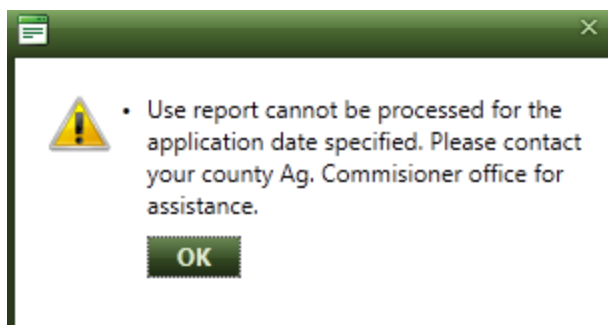
Single Job Entry	Prod Ag Monthly Report	Non-Ag MSPUR	Notice of Intent
Operator ID/Permit Number	Operator ID/Permit Number	Operator License # OR Permit #	Operator ID/Permit Number
Applicator License/Name	Application Date/Time	Report Month/Year	Applicator License/Name
Date/Time Applied	Application Method/Fume Code	<i>Name of Product/Label #</i>	Date/Time of Proposed Application
Site ID	Site ID	<i>Total Product Used/Units Treated Area/Units (for Codes &gt;100 only)</i>	Site ID
Commodity Treated	Commodity Treated	<i>(Products only required for non-negative use reports)</i>	Commodity to be Treated
Treated Area/Units	Treated Area/Units		Proposed Treated Area/Units
Application Method/Fume Code	Product EPA Number/Name		Application Method/Fume Code
Product EPA Number/Name	Total Product Used/Units		Proposed Pesticide Product
Total Product Used/Units			Rate of application (Amount and Quantity)
			Target Pest

## VALID PERMIT AND SITE

The system evaluates the entered permit, site (if appropriate) and application date to identify the appropriate permit year and version against which to validate. If the system does not find a permit whose effective date and expiration date span the application date you will receive the errors:

- No valid permit was selected
- No valid site was selected

PURs without a valid permit and/or site cannot be saved or submitted to the county.



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## DUPLICATE LINES

The system evaluates the lines entered for each report to determine if there are duplicate entries based on the following logic:

- PUR Single Job Entry: Same product entered one or more times
- PUR Production Ag Monthly Report: Same product entered one or more times
- MSPUR Non-Ag, Non-Prod Ag Monthly Report: Same product entered one or more times
- Notice of Intent: Same product entered one or more times

PURs with duplicate lines are classified as “Incomplete.”

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## VALIDATION ERRORS

When a PUR's information is complete and an associated permit and site have been identified, the system checks the PURs for the following errors:

- Treated area>planted area
- Product units valid for formulation

Reports that fail these validation checks are assigned an “Incomplete” status.

The system also evaluates the PURs for the following:

- Product not on label for commodity
- Selected commodity is not on the permit (based on the selected permit, site, and application date)

Reports that fail these validation checks are assigned an “Error” status but are submitted to the county.

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## PUR SUBMITTAL WORKFLOW

PUR forms can be entered through the CalAgPermits web interface by a County staff member or a public web user. As a public webuser, you have different system permissions and functionality than county staff. For example, public webusers have access to only to the permits (and associated PURs) on which they are listed as contacts, and you have different available actions and edit permissions based on the PUR form submittal and report status, as detailed in the table below.

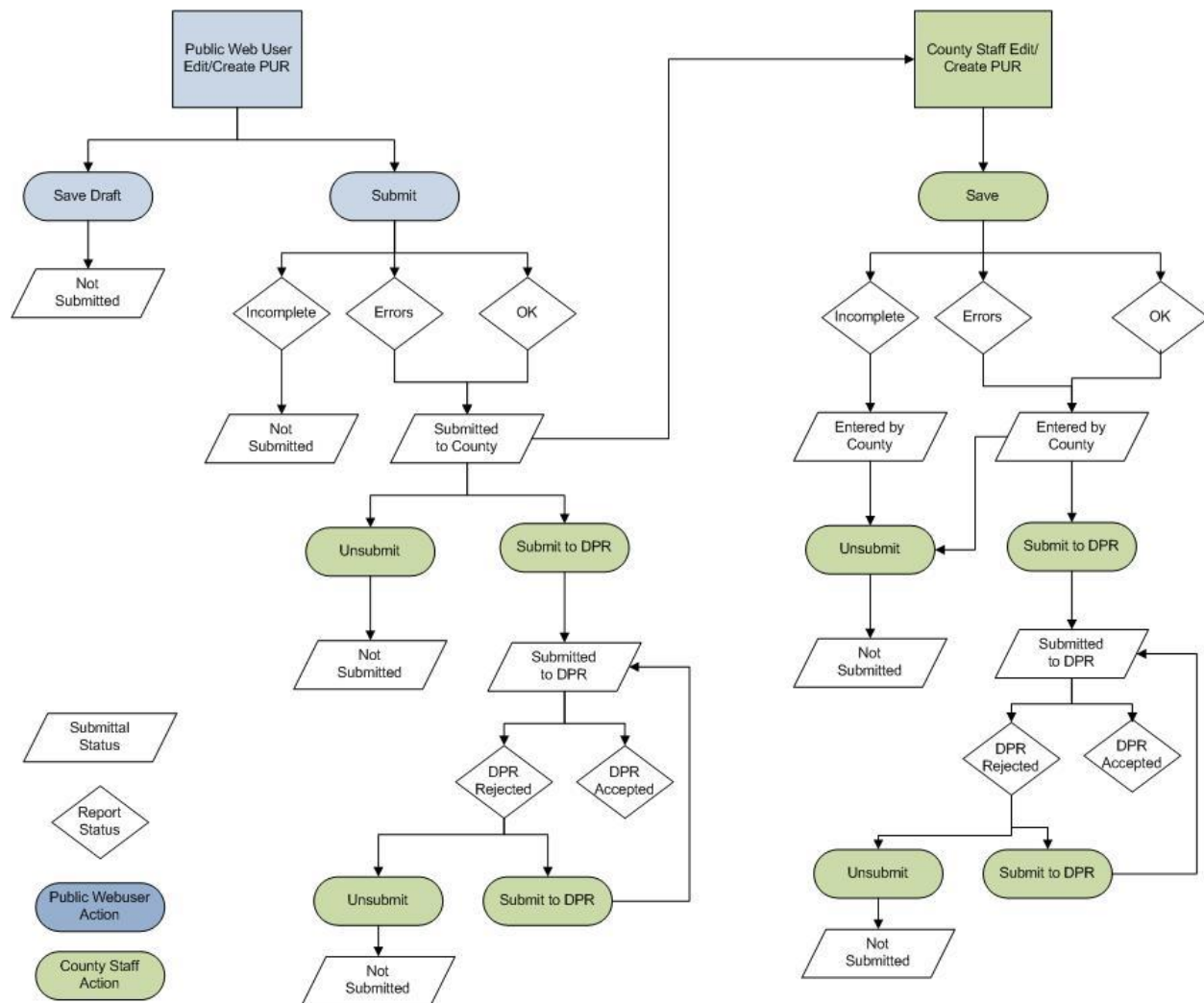
Actions available based on the submittal status and report status combinations:

		Submittal Status			
		Not Submitted (DFT)	Entered By County (CTY)	Submitted to County (SUB)	Submitted to DPR (DPR)
Report Status	Incomplete (INC)	Edit*	Edit, Unsubmit	N/A	N/A
	Errors (ERR)	Edit, Submit to County*	Edit, Unsubmit, Submit to DPR	Edit, Unsubmit, Submit to DPR	N/A
	OK (OK)	Edit, Submit to County*	Edit, Submit to DPR	Edit, Submit to DPR	N/A
	DPR Rejected (REJ)	N/A	N/A	N/A	Edit, Unsubmit, Submit to DPR
	DPR Accepted (ACC)	N/A	N/A	N/A	Complete

\*Public web users can only edit Not Submitted (DFT) PURS. County Users cannot edit "DFT" PURS.

County Users can edit PURS Entered by the County (CTY) and Submitted to the County (SUB) and those Submitted to DPR (DPR) that have a report status of DPR Rejected (REJ). County users can Unsubmit PURS Entered by the County, Submitted to the County and Submitted to and Rejected by DPR. Unsubmitting a PUR sets the submittal status to Not Submitted and enables editing by public web users.

The flowchart below shows the PUR submittal workflow for both public and county staff system users.



## PUBLIC WEBUSER WORKFLOW

As illustrated above, you can create a PUR in the websystem. You can save an interim draft (the submittal status will be incomplete) or attempt to submit the form to the county. If the PUR is complete, the submittal status will be set to “Submitted to County”. If the PUR is incomplete, the public webuser will be notified that their submittal attempt was unsuccessful and the status will remain at “Not Submitted”.

Public webusers can only edit forms in “Not Submitted” status. County staff cannot edit PUR forms entered by public webusers until they are successfully submitted.

## COUNTY STAFF WORKFLOW

County staff can enter forms directly into the CalAgPermits web system or upload forms from the Desktop Application. Incomplete forms cannot be uploaded. After a form has been saved by county staff, it is set to “Entered by County” Status. After reviewing a PUR entered by the county (either via the web or desktop) or submitted by a webuser, county staff have the option to “Unsubmit” a PUR, at which point the PUR status is set to

"Incomplete" and it is only edited by a webuser. Alternatively, county staff can submit the PUR to DPR. DPR Rejected forms are editable and can be by resubmitted to DPR or unsubmitted and set back to incomplete for review and update by the public webuser.

## NOTICE OF INTENT SUBMITTAL WORKFLOW

Similar to PUR forms, Notice of Intent forms can be entered through the CalAgPermits web interface by a County staff member or a public web user. Notice of Intent Report and Submittal Statuses and associated actions are also similar to the PUR workflow, with the exception that NOI forms are not submitted to DPR, so the DPR-specific codes do not apply. In addition, County users cannot unsubmit NOI forms, due to their time-critical nature.

Actions available based on the submittal status and report status combinations for NOI forms:

		Submittal Status		
		Not Submitted (DFT)	Entered By County (CTY)	Submitted to County (SUB)
Report Status	Incomplete (INC)	Edit*	Edit, Approve/Deny	N/A
	Errors (ERR)	Edit, Submit to County*	Edit, Approve/Deny	Edit, Approve/Deny
	OK (OK)	Edit, Submit to County*	Edit, Approve/Deny	Edit, Approve/Deny

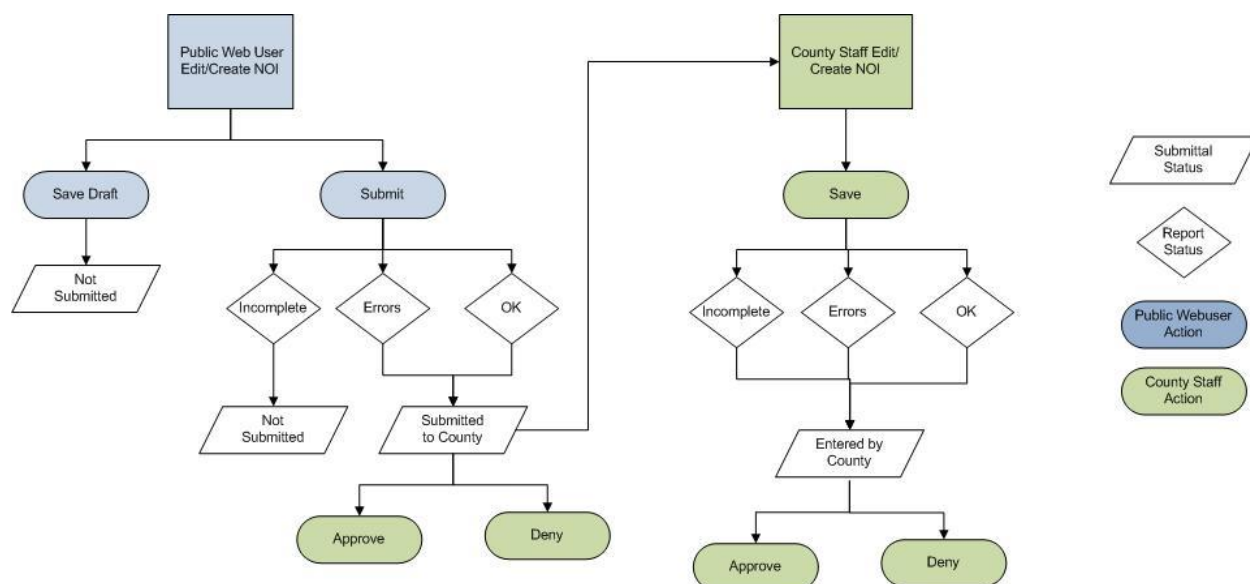
\*Public web users can only edit Not Submitted (DFT) PURS. County Users can not edit "DFT" PURS.

County Users can edit NOIS Entered by the County (CTY) and Submitted to the County (SUB).

Notice of Intent forms can be review and approved or denied by County staff. Each NOI form that has been reviewed has a "Review Status" of approved ("APP") or denied ("DEN") that displays as a column in the PUR/NOI list Notices of Intent tab and on the form itself.

Notices of Intent   Add New    Single Job PURs   Add New    Monthly Ag PURs   Add New    Non-Prod. Ag MSPURS   Add New											
Drag a column header and drop it here to group by that column											
Permit #	Operator Name	Application Date	Site Number	Site District	Commodity	Appl. Method	Rpt Stat	Sub Stat	Rvw Stat	Entered By	
070218B	RIVER VISTA RANCH	02/02/2010	1-2	F	GRAPE, WINE	A	ERR	SUB		rivervista	View
070218B	RIVER VISTA RANCH	02/02/2010	1-2	F	GRAPE, WINE	A	ERR	DFT		rivervista	View

The flowchart below shows the NOI submittal workflow for both public and county staff system users.



## PUBLIC WEBUSER NOI SUBMISSION WORKFLOW

As illustrated above, public webusers can create a NOI in the web system. You can either save and interim draft (the submittal status will be incomplete) or attempt to submit the form to the county. If the NOI is complete, the submittal status will be set to “Submitted to County”. If the NOI is incomplete, you will be notified that your submittal attempt was unsuccessful and the status will remain at “Not Submitted”.

Public webusers can only edit forms in “Not Submitted” status. County staff cannot edit NOI forms entered by public webusers until they are successfully submitted.

## COUNTY STAFF NOI SUBMISSION WORKFLOW

County staff can enter forms directly into the CalAgPermits web system or upload forms from the Desktop Application. Incomplete forms cannot be uploaded. After a form has been saved by county staff, it is set to “Entered by County” Status. After reviewing a NOI entered by the county (either via the web or desktop) or submitted by a webuser, county staff have the option to Approve or Deny the NOI.

## SEARCH FOR CALAGPERMITS DATA

### PUR/NOI QUERY

To conduct a search from the query screen:

1. Select the “PUR/NOI Query” menu item access the PUR/NOI search interface
2. Enter the search parameters, or load a Saved Search with specified parameters
3. Click the “Search” button to run the query
4. Review the results on the query grid results
5. Refine the query by entering additional parameters, if desired, Click “Search”
6. Export the results to Excel (Excel results contain additional output columns than those shown in the grid)
7. Save the query, if desired



8. Click "Reset" to clear the parameters and start a new query

Search PUR/NOI			
<b>Type:</b> <input checked="" type="radio"/> Ag PURs <input type="radio"/> Non-Ag, Non-prod Ag. MSPURs <input type="radio"/> Notices of Intent			
<b>Permit Number:</b> <input type="text"/>		<b>Operator:</b> <input type="text"/>	
<b>Permit Year:</b> <input type="text"/>		<b>Version #:</b> <input type="text"/>	
<b>Site ID:</b> <input type="text"/>		<b>Location Narrative:</b> <input type="text"/>	
<b>Applicator:</b> <input type="text"/>		<b>Date Applied:</b> From: <input type="text"/> To: <input type="text"/>	
<b>Section:</b> <i>Wildcard matching to any value will occur if you leave any of the MTRS component fields blank</i> M: <input type="text"/> (H/M/S) T: <input type="text"/> (##N or ##S) R: <input type="text"/> (##E or ##W) S: <input type="text"/> (##) <input type="button" value="Add to Search"/>			
		<input type="button" value="Remove Selected Section"/>	
<b>CDPR Batch:</b> <input type="text"/> (MMYY##)			
<b>Commodity:</b> <input type="text"/> <input type="button" value="Add Commodity"/>		Commodity Name Contains: <input type="text"/> <input type="button" value="Find Matches"/>	
		<input type="button" value="Remove Selected Commodity"/>	
		<input type="button" value="Clear List"/>	
<b>Active Ingredient:</b> <input type="text"/> <input type="button" value="Add Chemical"/>		Pesticide Name Contains: <input type="text"/> <input type="button" value="Find Matches"/>	
		<input type="button" value="Remove Selected Chemical"/>	
		<input type="button" value="Clear List"/>	
<b>Product:</b> <input type="text"/> <input type="button" value="Add Product"/>		<input type="button" value="Remove Selected Product"/>	
<b>Manufacture Firm</b>	<b>Label Sequence No.</b>	<b>Revision</b>	<b>Registration Firm</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Report Status:</b> <input type="checkbox"/> OK <input type="checkbox"/> ACC <input type="checkbox"/> ERR <input type="checkbox"/> INC <input type="checkbox"/> REJ		<b>Submission Status:</b> <input type="checkbox"/> DPR <input type="checkbox"/> CTY <input type="checkbox"/> SUB <input type="checkbox"/> DFT	
<b>Source:</b> <input type="checkbox"/> WebPublic <input type="checkbox"/> GMSA <input type="checkbox"/> Desktop <input type="checkbox"/> WebCounty			
<b>Timestamp:</b> From: <input type="text"/>		To: <input type="text"/>	

Select the type of report from the radio buttons at the top of the form. Note that if "Ag PURs" are selected, CalAgPermits will query results from both Single Job and Production Prod. Ag Monthly Reports.

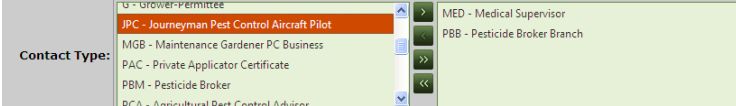
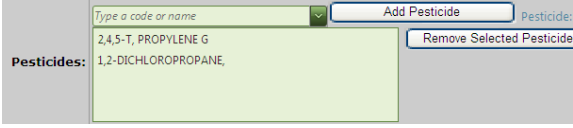
Enter the search parameters into the appropriate fields and click the "Search" button. The results display a row for each product applied (i.e. "report line").

Click "Export" to export the search results to Excel. Export tables include the following columns. One row is generated for each product associated with the report.

## QUERY SCREEN PARAMETER ENTRY OPTIONS

The top of each query interface contains a series of parameters into which you can enter values that will filter a table of results based on your entered criteria. If you perform a query without entering any criteria, you will get a table of **all** of the items (e.g., permits, sites, commodities, etc.) in the county system database.

The query screens include several types of parameter selection options:

Search Item	Result	Example
<b>Text Box WITHOUT quotes</b>	search for any results that <b>contain</b> the entered value	<b>Site ID:</b> <input type="text" value="1"/> Finds results with <b>any</b> Site ID that contains "1", e.g., 1, 1-1, 1-2, 1A, 7-1, etc.
<b>Text Box WITH quotes</b>	search results that <b>exactly match</b> the entered value	<b>Site ID:</b> <input type="text" value="1-1"/> Finds only results with Site ID that equals 1-1
<b>Multi-select box</b>	search for results that contain <b>any</b> of the items selected from the list	Select an item and press the > button to add to the selected list on the right. Select the item and press < to remove the item from the selected list.  Finds results with either MED <b>or</b> PBB
<b>Multi-select box with dropdowns</b>	search for results that contain <b>any</b> of the items selected from the list.	Used for long lists of items such as pesticides and commodities. Dropdown filters by entered values. Select the value and select "Add" to add item to selected list. Select item and click "Remove" to remove item from list.  Finds results with either 2,4,5-T, Propylene G <b>or</b> 1,2-DiChloropropane,
<b>Dropdown box</b>	search for selected item	<b>District:</b> <input type="text" value="C"/> Finds only results with District C
<b>Radio Button</b>	search for selected item	<b>Active:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> All Finds only results that are not active
<b>Check box</b>	search for checked item(s)	<b>Permit Status:</b> <input checked="" type="checkbox"/> Issued <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Revised Finds results that Issued OR In Progress (Not Revised)
<b>Date range</b>	searches for items between from and to date (can either both or either)	<b>Issue Date Range:</b> From: <input type="text" value="1/1/2008"/> To: <input type="text" value="1/31/2008"/> Finds results between 1/1/2008 and 1/31/2008

All information that you enter into query search fields narrow your field results. For example, entering the following would find results with contacts containing "Fred" **AND** District C.

<b>Contact:</b>	<input type="text" value="Fred"/>
<b>District:</b>	<input type="text" value="C"/>

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## QUERY EXECUTION AND OUTPUT

Once the parameters have been entered in a Query Interface, click the “Search” button to execute the query. A subset of results will display in a table beneath the parameter selection interface. Click “Show All Rows” to display more than the first 100 results in the grid (if available). Click on a column header name to sort the results by that column.

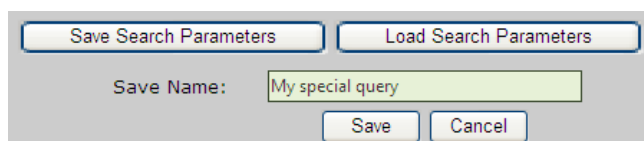
Click “Reset” to clear the parameter fields.

Click “Export” to Export the results to Excel. The Export results will contain a larger set of results than the grid results shown in the results grid for most query interfaces.

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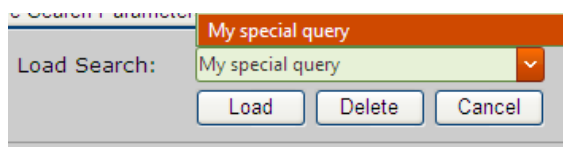
## SAVING AND LOADING QUERIES

To save a set of query parameters, enter the parameters into the query interface and click the “Save Search Parameters” button. Enter a name for the search query in the Save Name text box and click the “Save” button.

A screenshot of a web application dialog box titled "Save Search Parameters". It contains two buttons at the top: "Save Search Parameters" and "Load Search Parameters". Below these is a "Save Name:" label followed by a text input field containing "My special query". At the bottom are "Save" and "Cancel" buttons.

Queries are saved for each query interface separately. Saved queries are also saved separately for each user.

To load a previously saved query, click the “Load Search Parameters” button, select the saved query you want to load from the dropdown list and click the “Load” button. The saved parameters will be loaded into the query parameter fields. Click “Search” to run the loaded query.

A screenshot of a web application dialog box titled "Load Search Parameters". It features a "Load Search:" label followed by a dropdown menu showing "My special query". Below the dropdown are "Load", "Delete", and "Cancel" buttons.


To delete a saved query, select it from the Load Search dropdown and click the “Delete” button.

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## PRODUCT LOOKUP

Select the “Product Lookup” from the top menu item to open the DPR Product Lookup interface. Select a DPR product from the dropdown. Enter part of the EPA label number or the name to filter the list. The product lookup will display the chemicals in the product and the commodities on label based on the DPR database. The DPR database values are updated nightly.

#### DPR Product Lookup

<b>DPR Product:</b>	4-123-AA: MOSQUITO BEATER 
<b>DPR Chemicals in Product:</b>	INERT INGREDIENTS, BUTOXY POLYPROPYLENE GLYCOL, 2-(2-BUTOXY ETHOXY) ETHYL THIOCYANATE, NAPHTHALENE, PETROLEUM DISTILLATES, METHYLATED NAPHTHALENE
<b>DPR Commodities on Label:</b>	ORNAMENTAL TURF (ALL OR UNSPEC), RECREATIONAL AREAS, TENNIS COURTS, PARKS, ETC., TOMATO, TOMATOES, FOR PROCESSING/CANNING, UNCULTIVATED NON-AG AREAS (ALL OR UNSPEC)
<div>Close</div>	